

TRAVEL GIFT QUESTIONNAIRE

Please provide the following information.

1. Traveler's name, title, and office.
2. Name of the event.
3. Name of donor (i.e., the person, company, or organization offering travel expenses).
4. Type of gift that the donor is providing (e.g., airfare, lodging, meals).
5. Value of the gift, if known.
6. Whether you asked the donor to pay for your travel.
7. Location of event (and departure city, if not traveling from the Washington, DC area).
8. Dates of travel.
9. An explanation of how your participation in the event supports your agency's mission.
10. Whether your supervisor has determined that your attendance/participation in this event furthers your agency's mission (including a determination that the entire dates of travel are reasonable and necessary to further your agency's mission).
11. Whether the donor has any contracts with your specific agency (or, for NOAA, your specific line office, e.g., NMFS, NWS). You may contact Yancey Stern for this information at (202) 482-5781 or ystern@doc.gov.
12. Whether the donor has any grants with your agency, or for NOAA, whether the donor has any grants with your specific line office.
 - For all agencies other than NOAA, you may contact Beverly Manley for this information at (202) 482-4603 or beverly.manley@noaa.gov.
 - For NOAA, this information can be found online at: <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do>. Enter the name of the donor under "Recipient Name" and select your line office.
13. Whether the donor has any controversial matters pending before the agency or whether there are any current hot-button issues involving the donor.
14. Whether there are any other special circumstances not mentioned above that may create an appearance problem for the agency to accept a gift from this donor.

Prepared by the Ethics Law and Programs Division, Office of the Assistant General Counsel for Administration, U.S. Department of Commerce – September 22, 2009